

Mrs. + Helen McKenzie.

CALL M 1533 McDOUGALL
to report a CASUALTY. SCH'L

HANG UP

AIR RAID INSTRUCTION No.1



AIR RAID PRECAUTIONS

CIVILIAN
DEFENCE

The City of Calgary

These are the OFFICIAL INSTRUCTIONS issued by the Air Raid Precautions Committee of the City of Calgary, and which must be observed.

(Sd.) Mayor A. DAVISON, Chairman

Warning Signal: Sirens will give wailing sound for 3 minutes.

All Clear Signal: Sirens will give continuous one tone signal for 2 minutes.

This is **ZONE-12- INSTRUCTIONS**
SEC. H.

Mr. Nurcombe M5694
District Warden #12
1132 - 6 Ave. W.

**A. KEEP CALM. DON'T PANIC.
SET AN EXAMPLE.**

- Obey all instructions Calmly and Promptly.
- Above all—Think **before** you Act.
- But remember—You are on your own.
- No emergency services of any kind will be provided for you except through your warden.**

**B. DO NOT TOUCH ANY BROKEN OR FALLEN
ELECTRIC WIRE** —But. Report it to your Warden.

C. TO THE HOUSEHOLDER.

1. **Send the others to the REFUGE ROOM.**
(See Pages 2 and 4)
2. Then Turn off ALL gas burners. (See detailed instructions on tag attached to your Gas meter.) Put out coal or wood fires.
3. Fill Bathtub, Basins, Pails and Pans with Water.
4. Check up on Blackout arrangements. Don't let one crack of light show to the outside. Don't forget the Skylight.
5. Make sure the Sand Boxes and Sand Pails are full and ready for instant use. Make sure the Garden Hose, equipped with combination Spray and Jet nozzle, is connected to the basement tap. If you have a stirrup pump, make sure it is in good order.
6. See that all eyeglasses, dentures, jewelry, and valuable documents are in the Refuge Room.
7. Take the Dog to the Refuge Room, but **NOT the Cat. Cats go insane.**
8. Keep out of line of Windows. Fragments and Glass Splinters cause most casualties.
(See Pages 2 and 4)
9. If bombs fall nearby, get under a heavy table or overturned davenport. (See Page 2)
10. Inspect your Attic and other rooms for Incendiaries. You can seldom hear them strike your home. If they **DO STRIKE**,—GET BUSY and get the fires under control. (See Pages 9 and 10)

11. If Incendiaries fall in the yard, Leave them alone.
12. **DON'T USE THE TELEPHONE**, except in case of Real Emergency, to call your Warden's Post.
13. Don't Call or bother the Fire Department, Medical Services, the Gas Company or any other Utility. **These services will be supplied only through your Warden.**
14. Walking Casualties must go to their Warden's Post. If ambulance required, contact your Warden or Warden's Post.
15. Following the "All Clear", avoid all unnecessary movement and use of telephone lines.

D. IF YOU ARE AWAY FROM HOME.

- (a) **If you are on the Street:**
 - Seek the Nearest Cover.
 - But **GET OFF THE STREET.**
- (b) **If you are caught in the Open, away from Shelter:**
 - Lie Face Down with Head Resting on Forearms.
 - Cover your Ears and Open your Mouth.
 - Keep Legs Close Together.
- (c) **If you are at your Place of Employment, or Place of Amusement:**
 - STAY THERE—REMAIN CALM—OBEY ORDERS OF THE MANAGEMENT.**
- (d) **If you are Out Visiting:**
 - STAY THERE—REMAIN CALM—Obey and Assist the Householder.**
- (e) **If you are Driving:**
 - Immediately turn on to a side street and Park at the Curb. Make sure **ALL Lights are OUT.** Get out of the Car, and seek the nearest Cover.

Your Air Raid Warden is _____ Address _____

Warden's Post _____ Phone _____



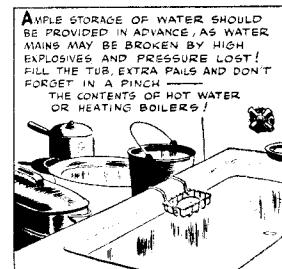
Relative Danger During An Air Raid

The Precautionary Measures outlined in the following pages have been proven to be necessary in areas subject to Air Raid attack; and in the event of this Area being declared vulnerable certain of these measures would be made compulsory. Your A.R.P. Committee, at this time, cannot foretell if or when an Air Raid, in this Area, may occur. But since adequate preparation takes time, we earnestly advise that all citizens carry out these instructions as early as possible, and to the best of their ability. If you are caught unprepared, the results to yourself and neighbors may be very serious. "Better be sure than sorry."

Very Important Precautions

WHEN AIR RAIDS THREATEN:

1. **Water is your Best Friend.** So, keep filled with Water the Bathtub, Sinks, Pots, Pails, and all available containers. And **don't wait until the siren goes to do this**; because if everyone turns on the taps, very few will get any water.
2. **Boil all drinking water which does not come directly from the tap.**
3. Keep sufficient water available for the careful operation of Toilets over several days of Emergency.
4. If you have a Stirrup Pump, keep it handy and in reliable working order.
5. Keep your Clothes, Valuable Papers, and Flashlight beside your Bed.



The Refuge Room

WHEN AIR RAIDS START:

1. **IF YOU HAVE A REFUGE ROOM**—Send the Others to It. This should be a suitably protected part of your Basement, with as little window exposure as possible, and with the Windows sufficiently boarded up on the Inside to give protection against Flying Glass.

It should be made comfortable with surplus Furniture removed from the Attic or other storage; and equipped with Drinking Water, Food, things to read, temporary toilet facilities, flashlights, sun glasses, First Aid kit, radio, etc.

Extra supplies of warm clothing and blankets should be kept there. And it should be complete with Blackout Screens.

Neglect, in any respect, will endanger your life and that of many others.

2. A TEMPORARY SUBSTITUTE FOR A REFUGE ROOM:

Don't rush into the street. Stay Put, and get the wife and children under the table, and add any further protection possible against collapse of building and falling masonry. This is done by tilting an arm-chair, chesterfield, or other suitable objects around the table.

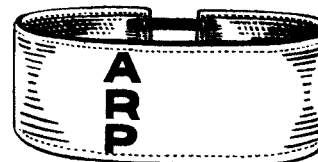


PLAY SAFE START NOW TO PREPARE

To Protect Yourself and Family is Your Duty and Charge

This is done by carrying out these instructions to the best of your ability.

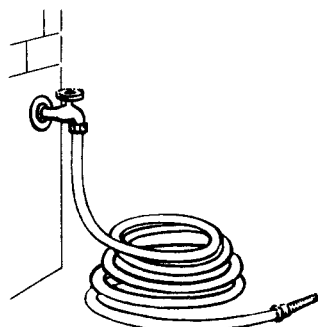
1. **With the Help of Your Warden**, make certain that every member of your Household, and every Employee, thoroughly understands all Information and Instructions contained in this Book.
2. **Then Memorize:** (a)—Name and Address of your **Air Raid Warden**.
(b)—Address and Phone Number of your **Warden's Post**.



Warden's Arm Band

3. As far as possible, REMOVE ALL FIRE HAZARDS

FIRE DEFENSE



Keep Your Garden Hose Always attached to a convenient Tap.

- (a) Clean up all rubbish and long grass from yards and sheds, and, with the consent of the Fire Dept., clean up the vacant lot next door to you.
- (b) From your attic remove **all** Furniture, Trunks, Junk, etc.; **and get rid of the Junk**. Put the furniture in that part of the Basement you will use for the Refuge Room.
- (c) Clean up all Clothes Closets and Storage Cupboards.
- (d) Have your Gas Appliances and Valves thoroughly checked.
- (e) Have your Electric Wiring and Chimneys checked for defects.
- (f) Make sure you can get into your Attic, and that it is sufficiently floored for you to walk or crawl around it. **Bombs usually start burning in the Attic.**
- (g) If there are no stairs to the Attic, keep a **strong Step-Ladder** handy for the purpose.
- (h) Build a strong ladder for getting up on the roof.
- (i) Keep your Garden Hose **always** attached to a convenient tap.



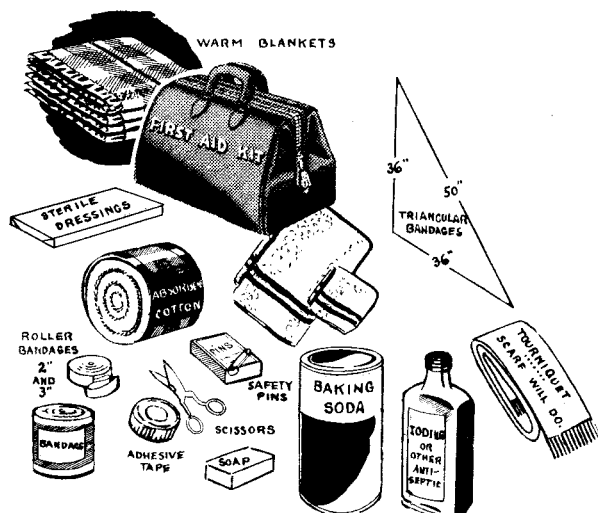
A Step Ladder



A Good Strong Ladder to climb up onto the roof of your house.

4. Provide Protection for Yourself and Family

- (a) By adding to the supplies you now have on hand, get a proper **First Aid Kit** together, to include the following items, namely:



1. A roll of absorbent cotton
2. Roller Bandages, 2" and 3".
3. Triangular Bandages (50" x 36" x 36")
4. Sterile gauze dressing
5. Adhesive Tape.
6. Baking Soda (To make compresses for burns)
7. A small bottle of iodine.
8. Scissors, Safety Pins, Unscented Soap.
9. Tourniquet. (a scarf will do for this)
10. Warm blankets should always be kept with the First Aid Kit.

Note: This First Aid Kit should be taken to the Refuge Room as soon as Danger appears and should then be kept there so long as Danger continues to threaten.

PLAY SAFE • START NOW TO PREPARE

To Protect Yourself and Family is Your Duty and Charge

This is done by carrying out these instructions to the best of your ability.



Make Refuge Room comfortable with furniture cleared from attic.

4. Provide Protection for Yourself and Family (Continued)

(b) By Constructing a Refuge Room.

This is done by clearing out, and partitioning off, a part of the Basement with the Least Window Exposure.

Equip it with the surplus furniture you removed from the attic and storage cupboards. (See Page 2)

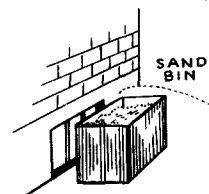
Protect your escape from it by—

- (1) Hinging the Basement Windows to open Inwards.
- (2) Building a short ladder to reach the Windows.

Protect it from Bomb Blast and Glass Splinters by—

- (1) Boarding up the Inside of the Refuge Room Windows sufficiently to stop flying Glass.
- (2) At only sufficient distance from the Refuge Room Window as to permit exit in an Emergency, construct a lumber sand bin 3 feet thick and of sufficient height and length to protect the window from shell splinters.

Caution—Do not nail the side next the Window, for you may have to pry it up to escape from the Building.



You should be able to slide panel of bin nearest window up so as to release sand for an emergency exit.



BINS SHOWN IN MINIATURE

Actual size should be 2 feet longer and 6 inches higher than window.

IMPORTANT

IF THE FOLLOWING MATERIALS OR SIMILAR MATERIALS ARE AVAILABLE, YOU MAY GREATLY INCREASE THE SAFETY OF YOUR REFUGE ROOM BY SUPPORTING AND STRENGTHENING THE CEILING WITH 2" PLANKS, SUPPORTED BY 4" x 6" POSTS, ABOUT 8 FEET APART, RESTING ON SUITABLE FOOTINGS.



(c) By getting ready for Long Periods of Total Black-out.

Remember you cannot live, especially through an Air Raid, in Totally Darkened Rooms. Further, it is bad for Morale.

But you must not let even one crack of light be seen from the Outside.

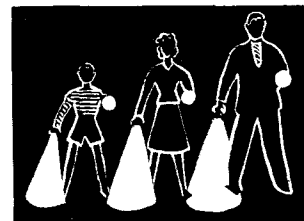
And you therefore have to provide **Blackout Screens** in sufficient number so this will not happen. (See Page 8)

But these materials cannot be got together in a hurry, as the supplies available in any town or city would soon run out.

So start now to accumulate them, first from supplies on hand, and then adding the balance needed as quickly as is possible.



Place white or deep red paper inside lense of flashlight for outside use.



Keep Flashlight Pointed DOWN—not up!

These are your requirements for Blackouts, namely:

- (1) **Pocket Flashlight**—1 per person. For outside use, place white or red paper over the inside of the lens and keep the light pointed down.
- (2) **Candles**—lots of them.
- (3) **White Paint**—To tip Door Handles,

Switches, Exits, Steps, etc., to prevent accidents.

(4) **Blackout Screens.**

No. 1 Method—See illustration on Page 8.

No. 2 Method — Cut cardboard, beaverboard, or similar material, to

the **Exact Size** of the Window Glass. Fasten against the Glass with Turn-buttons. It blackouts the Window and protects against flying glass. **Over the cardboard** pull down the Blinds; and **Over the Blinds** hang a large, dark Blanket to extend at least 8 inches beyond the window area. **No light must be seen from the outside.**

PLAY SAFE START NOW TO PREPARE

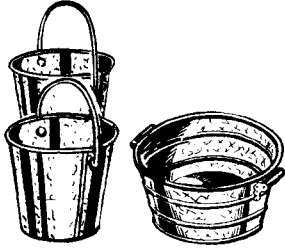
To Protect Yourself and Family is Your Duty and Charge

This is done by carrying out these instructions to the best of your ability.

4. Provide Protection for Yourself and Family (Continued)

- (d) By collecting together **such** of the following **Equipment and supplies as you now have on hand**; and by **adding the balance** of the listed items to them from time to time, when found possible and advisable to do so.

Note: All of the following items will be required to combat Incendiaries. The unanswerable question is "How long dare one delay providing himself with these Tools of Protection which he does not now possess."



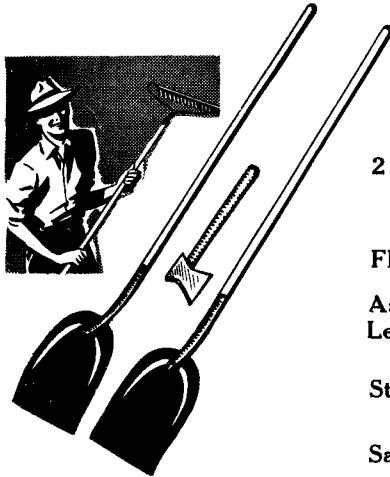
WATER PAILS



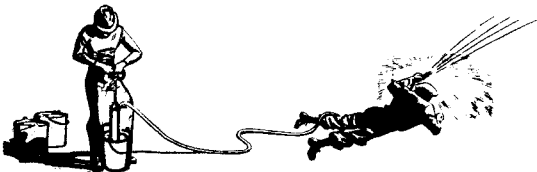
GARDEN HOSE



SHIELD (with peephole)



HATCHET
RAKE or HOE
2 LONG HANDLED SHOVELS



STIRRUP PUMP

Water Pails—On each floor.

Garden Hose—With combined Spray and Jet Nozzle.

Sun Glasses—At least 1 pair per person. The glare from a burning Incendiary is blinding.

Shield (with peephole)—Metal or Wood, about 18 inches high. To protect the face from flying, burning fragments, when fighting Incendiaries.

Hatchet—To cut out burning embers.

Rake or Hoe—To rake up burnt embers.

2 Long Handled Shovels—To pick up Incendiaries by the Sand Method of fighting them.

Flashlights (with extra batteries)—At least 1 per person.

Asbestos or Leather Gloves—For pulling down burning curtains.

Stirrup Pump—For use when taps won't run freely.

Sand Boxes—One to each Floor, kept filled and covered.

Sand Pails—Several medium sized Pails, some on each Floor.

Sand—A sufficient supply, to be kept in a dry place.

To be used when Water Supplies run low.

Note: Important—The **Sand Method** of fighting Incendiaries is to be used **only when the water method cannot be used**, due to failure of Water Supply or Lack of the Necessary Equipment.

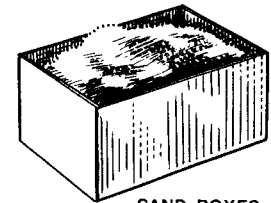
For details see Pages 9 and 10.



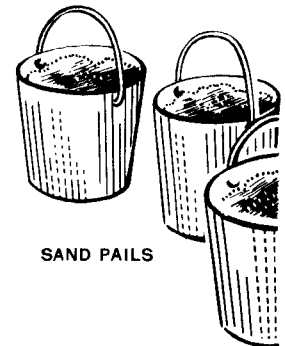
ASBESTOS GLOVES
(OR LEATHER)



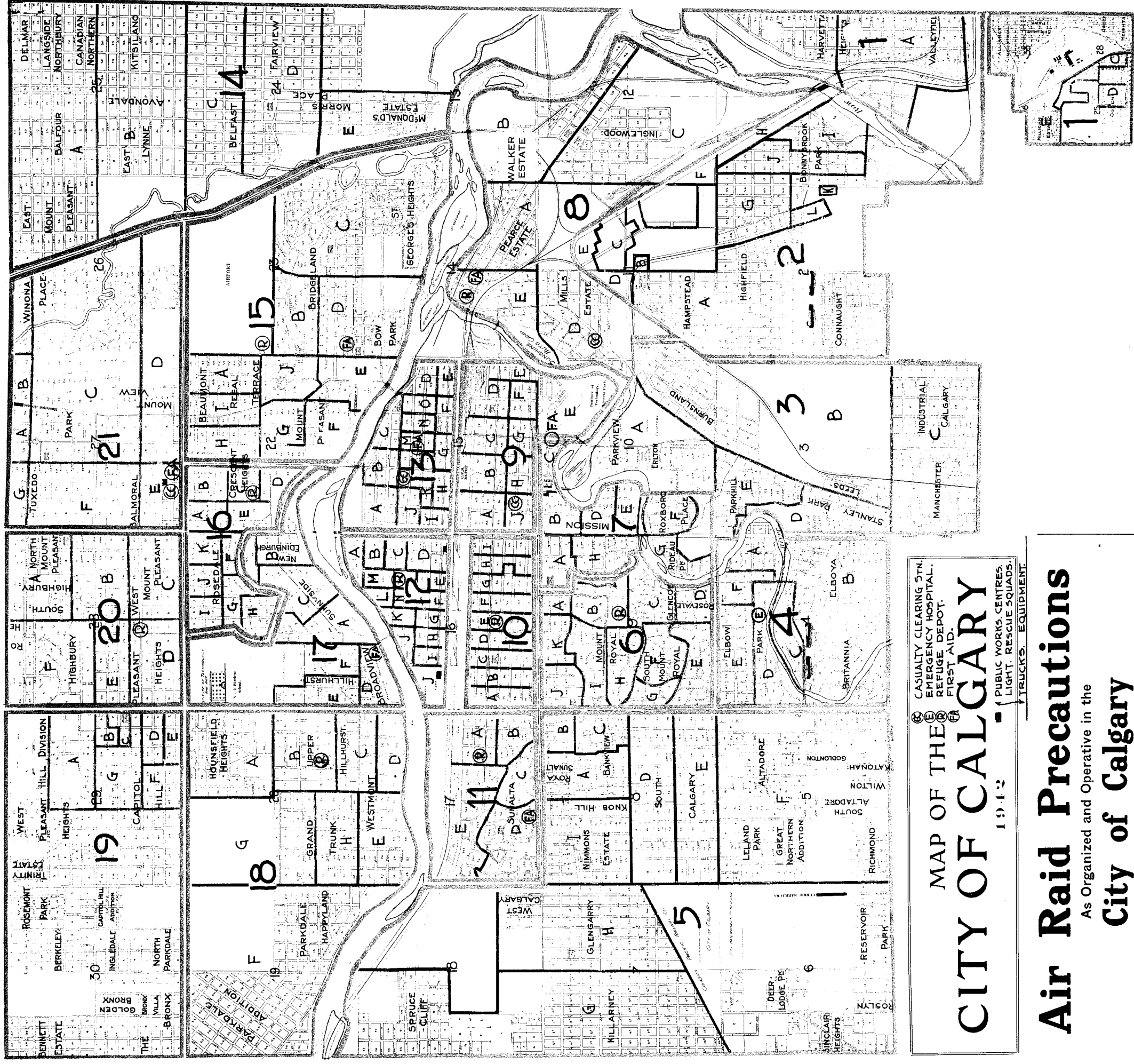
SAND



SAND BOXES



SAND PAILS



MAP OF THE CITY OF CALGARY
1942
CASUALTY CLEARING STN.
EMERGENCY HOSPITAL.
REFUGE DEPOT.
FIRST AID.
PUBLIC WORKS CENTRES.
LIGHT RESCUE SQUADS.
TRUCKS. EQUIPMENT.

Air Raid Precautions

As Organized and Operative in the
City of Calgary

Civilian Defence of the City of Calgary is controlled by the AIR RAID PRECAUTIONS GENERAL COMMITTEE headed by the Mayor as Chairman and the City Commissioner as Vice-Chairman.

The A.R.P. organization consists of five separate divisions, namely Warden, Medical Aid, Law and Order, Fire Protection and Public Works and Utilities.

The Chief Air Warden heads the Warden Division.

The City Medical Health Officer heads the Medical Aid Division.

The Chief of Police heads the Law and Order Division.

The Fire Chief heads the Fire Protection Division.

The City Engineer heads the Public Works and Utilities Division.

Note Graph on centre of page 8 for various classifications under each A.R.P. Division.

The Warden Department is also responsible for the organization and instruction of the entire civilian population, residential and industrial in an emergency it takes over complete control of ALL civilians and their activities.

Under the direction of the Chief Air Raid Warden this Department is organized and operated by volunteers from the various Veteran organizations of the City of Calgary and community spirited citizens.

For efficiency and effectiveness the entire city has been divided into 21 Districts including Ogden, Harvetta Heights and Valleyfield as one District. Each District has a District Post, or Headquarters with a District Warden and Deputy District Warden in charge. Each District is subdivided into Zones with a Zone Post or Zone Headquarters and a Zone Warden and Deputy Zone Warden in charge of a staff of Patrol Wardens. Each Zone covers a population of about 800 to 1,000. There are two or more Patrol Wardens in each city block in thickly populated areas and one or more to each city block in sparsely settled areas.

Each Warden's Post is responsible for the protection of all life and property within the Zone and therefore in an emergency controls ALL civilians then present in the Zone and regulates their activities.

Only through the Warden can you receive Medical Aid or assistance from the police, fire department or from any other utility.

There will be a First Aider at each Zone Post and two or three First Aiders at each District Post. There will also be three Messengers at each District Post and two Messengers at each Zone Post.

In an emergency each Zone must and will be treated as an isolated community which has voluntarily placed itself under the complete control of the Zone Wardens. Your Warden will wear an arm band and will carry an identification card which he will be prepared to present at all times on request.

There are seven First Aid Posts, one at each Fire Station numbered 1 to 7 stations inclusive.

There are four Casualty Clearing Stations—Haultain School, James Short School, Ramsay School and Balmoral School.

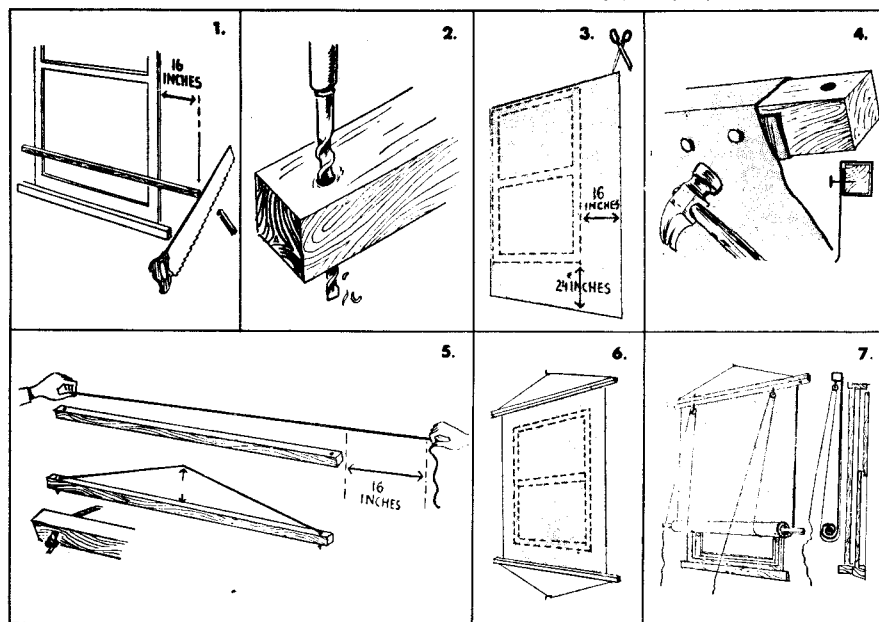
There is one Emergency Hospital—Elbow Park School.

There are ten Refuge Depots—King George School, Crescent Heights High School, Stanley Jones School, Bow View School, Sunalta School, Central High School, McDougall School, Alexandra School, Earl Grey School and Rideau Park School.

Your Warden is your friend, your only source of help in time of trouble, and he is voluntarily devoting his time to helping you to help yourself. Give him your complete co-operation and seek his advice and act on it.

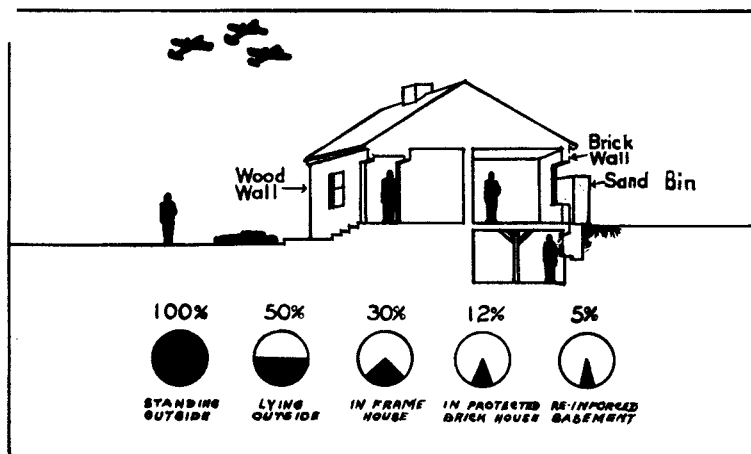
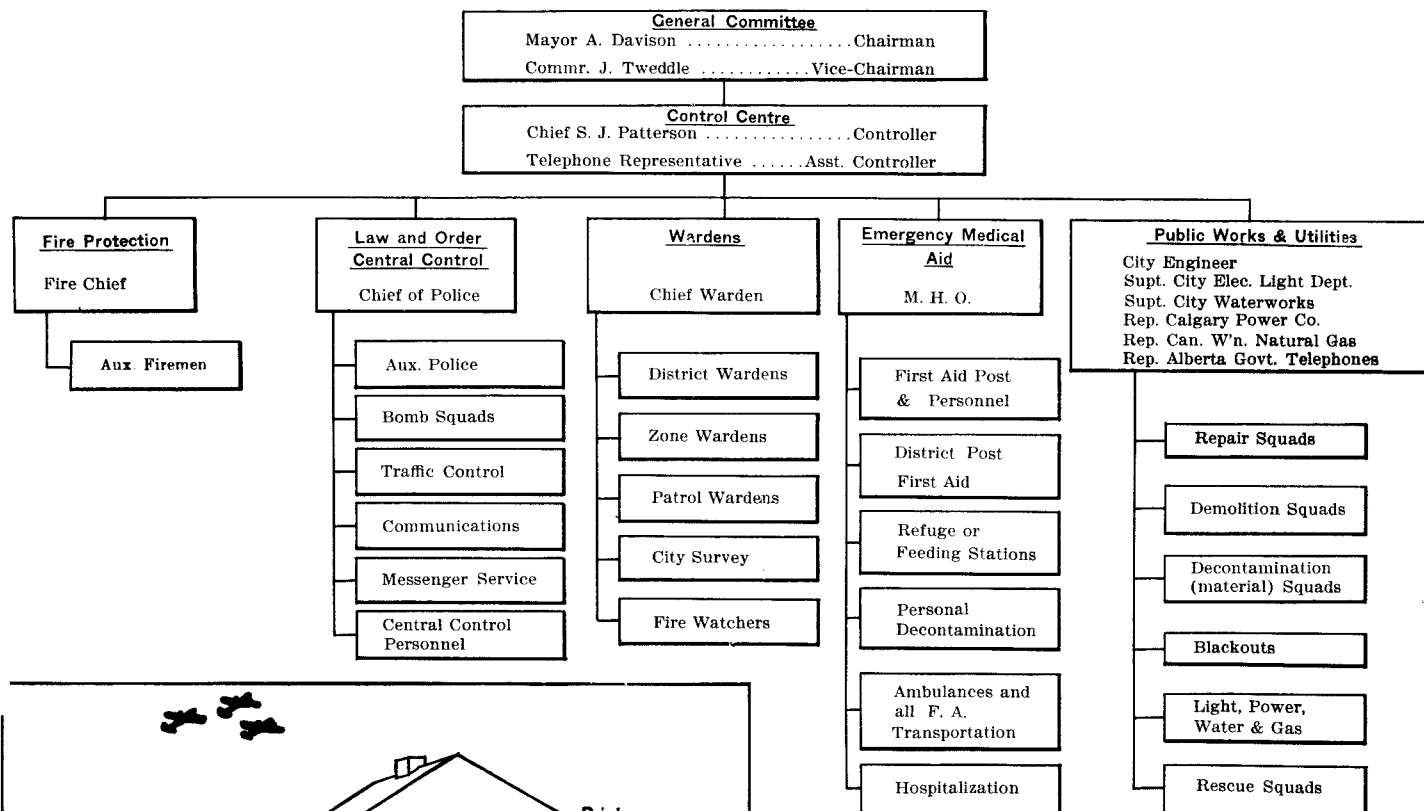
Make sure that everyone in your household or in your employ thoroughly understands everything that is contained in this book of instructions.

HOW TO MAKE YOUR OWN BLACKOUT SCREEN



1. Cut two strips of wood, about an inch square in cross-section. They should be long enough to stretch sixteen inches beyond each side of your window.
2. About 1½ inches from both ends of each strip drill a small hole.
3. Your blackout material — black oilcloth, blanket, sateen—must be 24 inches longer, and 16 inches wider than your window.
4. Fold the ends of the material around each strip of wood, and tack securely.
5. Thread some cords through the holes in your strips of wood, knotting them securely at both ends.
6. Your screen will look like this. Be sure that it covers a wide area around your window, and that it hangs taut.
7. When the screen is not in use, you may roll it up, by means of the cords, as shown in the illustration.

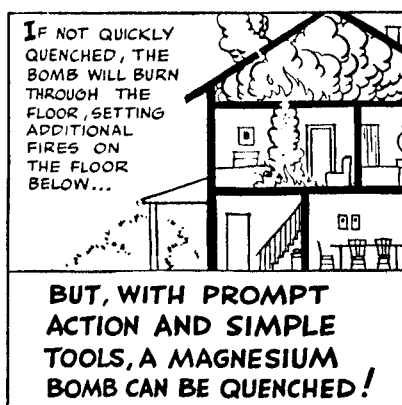
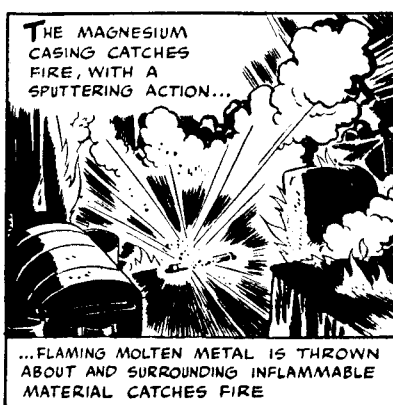
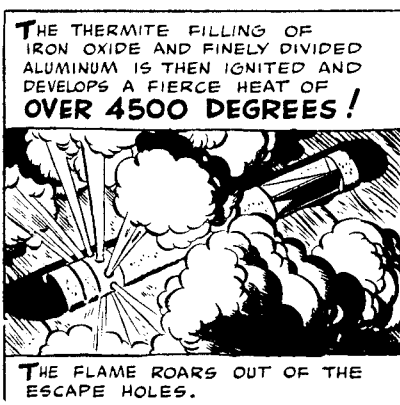
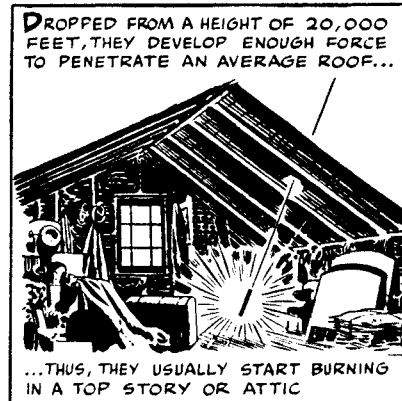
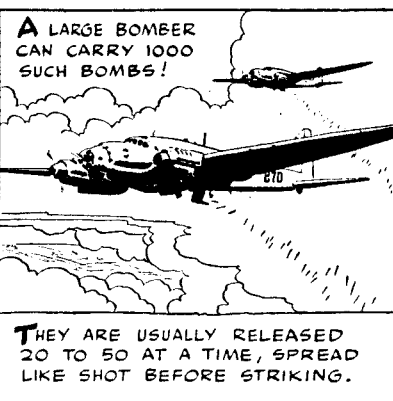
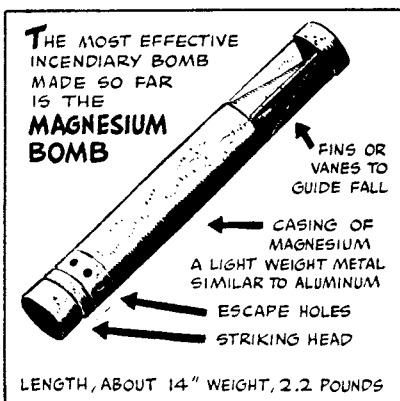
CITY OF CALGARY A.R.P. ORGANIZATION



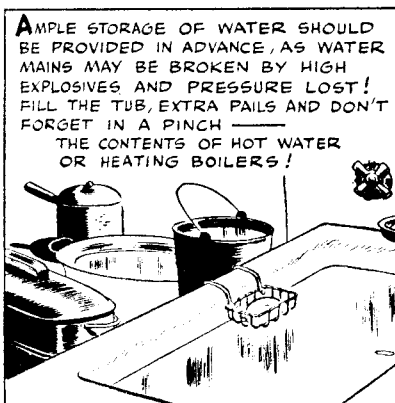
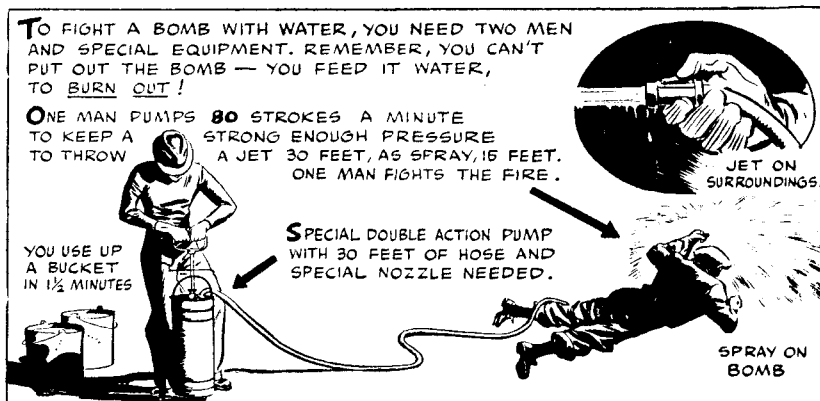
WHY YOU NEED A REFUGE ROOM

A man caught outside during an attack will be twice as safe if he lies prone on the ground instead of standing. Compared with standing outside, a man would be in only 30 per cent as much danger if he were in a frame house, 12 per cent in a protected brick house, five per cent in a re-enforced basement.

HOW THE MAGNESIUM BOMB WORKS



CONTROLLING WITH WATER By Garden Hose or Stirrup Pump



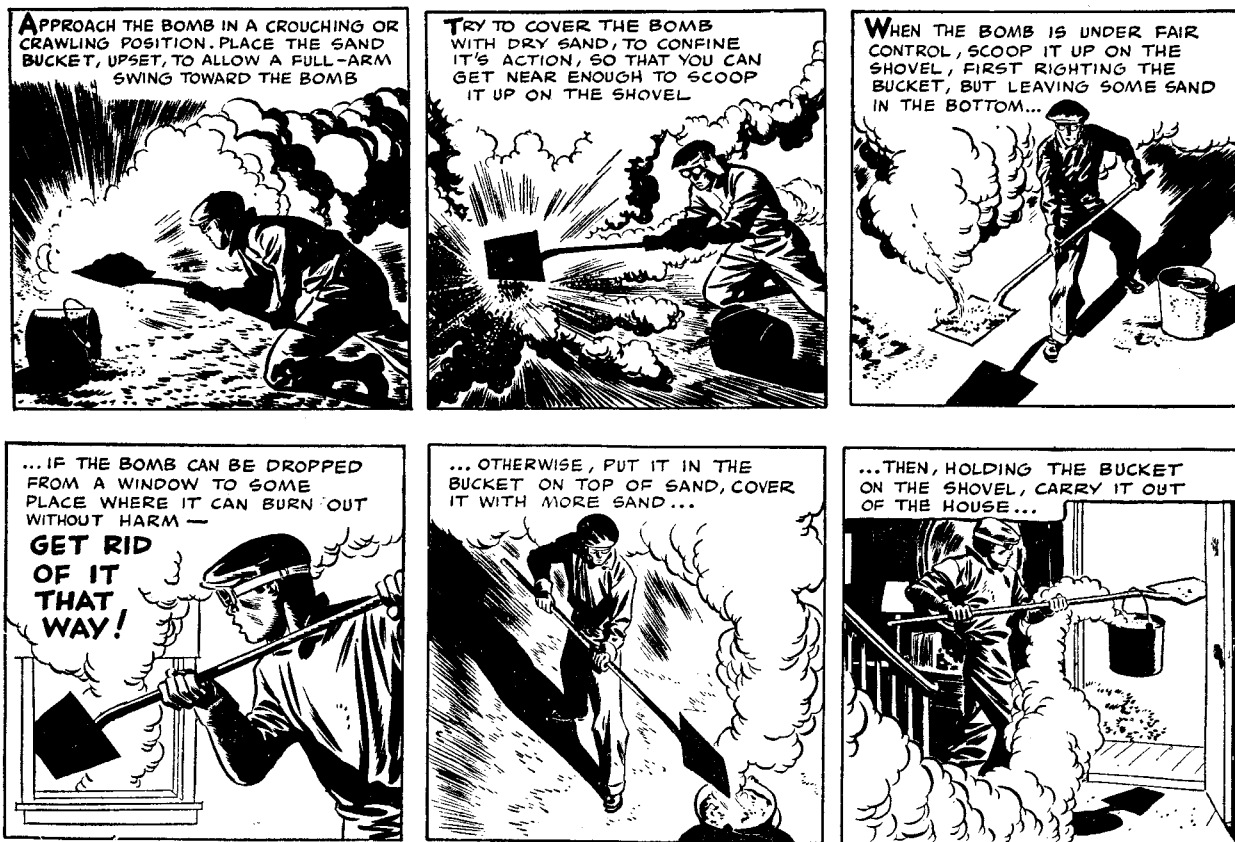
You must NOT use Fire Alarm during air raid.

If fire gets beyond your control, notify your Air Raid Warden or Warden's Post.

Controlling With Sand

This method is to be used only when water supplies are low or not available. Wait 2 or 3 minutes before using this method as the bomb may explode soon after starting to burn or soon after it has landed.

CONTROLLING WITH SAND



IMPORTANT SAFETY FIRSTS

Get to know all you can about your local A.R.P. Organization, and find out all you can about how it affects you personally.

Memorize the Name and Address of **your** Air Raid Warden. Seek his advice.

Should you vacate your home for the holidays, notify your Warden.

If you move to another residence, notify your present Warden, and get in touch with the Warden for your new address as soon as possible.

FIRE HAZARDS ABOUT THE HOME

Common causes of fires: You must see that you avoid the dangerous practices outlined below to safeguard your homes and yourselves.

1. Electric drop cords hung over walls, or knotted, or strung under rugs.
2. Bridged electric fuses, or overloaded circuits.
3. Electric appliances left turned on until overheated.
4. Soot or creosote in chimney.
5. Unstopped or paper-covered stovepipe hole. (Use metal stoppers.)
6. Stovepipe too close to ceiling, walls or other combustibles.
7. Sagging stovepipe or defective joint.
8. Unprotected joists above smoke pipe.
9. Wood exposure above chimney (antenna pole fastened to chimney).
10. Moss covered roof or curled shingles.
11. Wood or sawdust too close to stove or furnace.
12. Fireplace without screen or fender.
13. Sweepings or dust in hot air register.
14. Insufficient sand coverage over furnace.
15. Ashes in wood container.
16. Rubbish in attic, closets, basements, garages, etc.
17. Inflammable curtains too close to stove.
18. Clothes drying over stove.
19. Matches within reach of children. (Keep in metal containers.)
20. Accumulation of rags saturated with furniture polish or paint.
21. Inflammable cleaning fluid.
22. Celluloid toys or other articles.
23. Car with defective fuel or ignition system (in basement garage).
24. Defective chimney. (Cracks or holes in brick-work.)

Instructions Concerning Continuous Nightly Blackouts

This general precaution would only be taken should there be a daily threat of Air Raids. During such a time limited and restricted traffic would be allowed subject to the following regulations.



If an air raid warning sounds, get under cover, you may be hit by shell fragments.



Curb edges and direction signs painted white will help you find your way.



Use your flashlight as little as possible, if at all. Never point it upward.



Keep pets on leash if you take them out after dark.



If you don't know the neighborhood the first policeman or warden will tell you where to go.



DO NOT run when air raid warnings sound after dark during blackouts.

General Rules

1. Remove the bulbs from **all** outside lighting.
2. Turn off all unnecessary inside lighting.
3. Make certain that not one crack of light is visible from the outside. **Don't forget the sky-light.**
4. **Stay off the streets** as much as possible.
5. **Obey Traffic Rules.** Keep to the right. Remember the person or vehicle on your Right **has** the right of way.
6. **No smoking in the open**, during a Raidless Blackout.
7. **No smoking anywhere during an Air Raid.**

Rules For Pedestrians

1. Think carefully what route you are going to take, and **stick to it.**
2. Keep to the right. Walk slowly. Don't shove or push.
3. Keep your eyes to the ground, using **only momentary flashes** from your lights to pick out the curb or street crossing.
4. **Never turn your flash-light upward**, nor allow it to reflect upwards off glass or wet pavement.
5. **Never cross streets except at intersections.** Wait for traffic lights, and then cross quickly.
6. Wear **white** Belt, or Buttons, or Hat-Band.
7. **Avoid Accidents**, for if you are pushed off-balance you may be struck by a car that cannot possibly see you.
8. If **you are hurt**, Stand **Still**, against a Wall, and ask someone to notify a Warden.
9. Be **COURTEOUS** at all times.

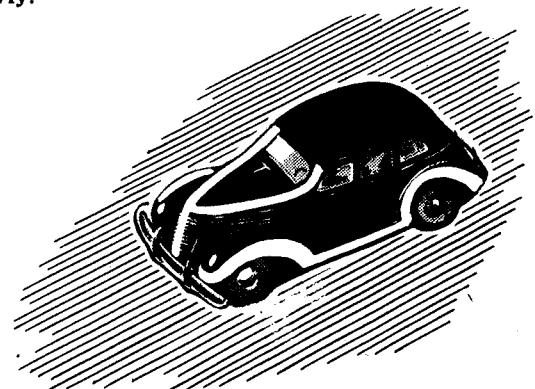
Rules For Car Drivers

1. **Never use your car during a Blackout unless absolutely necessary**, and then park as soon as possible.
2. **Use extra caution.** Remember you are a particular menace during a Blackout.
3. **Paint white a Continuous Band** around your Car, following the line of Bumpers, Fenders and Running Board.
4. **Paint White 2 lines** from each side of the Windshield along the Nose and down the Radiator.
5. **Headlights**, to be **Hooded**, and **entirely blacked out except for a single horizontal slit** 3 inches long and $\frac{1}{4}$ inch wide, so located that the top of the slit shall be 1 inch below centre of the headlight lens.

Every **tail-light** must be completely blacked out with the exception of a circle $\frac{1}{2}$ inch in diameter

which shall project the light rays therefrom on a horizontal plane or as near to a horizontal plane as possible.

6. **Wear White Gloves**, so your Signals may be seen.
7. **Drive Slowly.**



BE PREPARED

for the Defence of Your Own Home

We May Be Next!

Co-operate with your Local
A. R. P. Warden

Join the A.R.P. Now!
